



## THE CITY OF CARLSBAD

### *COMMUNITY COORDINATOR*



**SALARY RANGE**  
**\$44,400-\$61,000 Annually**  
**Excellent Benefits**

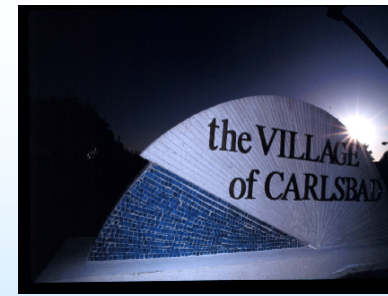
**Filing Deadline:**  
**October 16, 2006**

### THE POSITION

This position will assist the Communications Manager in community outreach activities and special projects. Duties will include writing, editing and coordinating press releases, articles and other City information pieces, planning events and community meetings, writing and updating content on City website and Intranet, providing support and coordination for department projects and initiatives, and preparing program budgets and analysis.

### THE DEPARTMENT

The Communications Division, part of the City Manager's office, was created just three years ago and consists of a Communications Manager, two professionals and one part-time staff. This division provides strategic communications counsel, training and coordination of community outreach efforts. It is responsible for media relations, coordinating publications, writing articles, web site content, producing videos, assisting with special events, advertising and coordinating the City's volunteer programs.



### THE COMMUNITY

#### **Location, Location, Location**

Carlsbad is a 42-square mile, incorporated city located on seven miles of beachfront, surrounded by mountains, lagoons and the Pacific Ocean. We are a vibrant community about 30 miles north of San Diego. The City is expected to grow from its current population of 98,000 to 125,000 over the next 10-15 years.

### THE IDEAL CANDIDATE

- Has excellent written/oral communications skills
- Performs well in a fast-paced, dynamic environment where priorities and projects can change quickly
- Is able to handle multiple projects and prioritize effectively
- Is deadline and goal-oriented
- Has exceptional interpersonal skills
- Performs well in a collaborative team environment
- Has strong problem solving and analytical skills
- Is able to work evenings, weekends as necessary



## MINIMUM QUALIFICATIONS FOR CONSIDERATION

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in journalism or related communications areas, and
- Three years of responsible experience in the development and administration of community or City programs.

An at-will Management Position



## SALARY & BENEFITS

**\$44,400—\$61,000 Annually**  
(eligible for base pay increase plus incentive pay annually)

- 3% @ 60 PERS retirement plan
- Full health/dental/vision program
- Flexible spending accounts
- 56-hours of executive leave/year
- Paid holidays, vacation, sick leave
- Excellent tuition reimbursement program
- \$450 reimbursement for annual physicals

## SUPPLEMENTAL QUESTIONNAIRE

**Instructions:** Please submit your responses to the following questions and attach to your application. Please type or legibly write your responses on no more than three sheets of paper.

1. Describe your experience using technology and/or new media to deliver communications and information. Please include any experience in writing content for web-sites.
2. Describe your experience planning events and community meetings.
3. Describe your experience coordinating the development and production of publications and coordinating with outside vendors.
4. List any experience preparing or managing project budgets.

## SELECTION PROCESS

Application and supplemental questionnaire must be submitted by 5 p.m. on October 16, 2006. Applications will be screened to consider most qualified and may be asked to submit further information before being invited to an oral board interview. The top candidates will be interviewed by the department for final selection.

## CITY MISSION STATEMENT

**Our mission is to provide top-quality services to our citizens and customers in a manner that enhances the quality of life for all who live, work and play in Carlsbad.**

**City of Carlsbad  
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1635 Faraday Ave  
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Job Line (760) 602-2480  
[www.carlsbadca.gov/hr](http://www.carlsbadca.gov/hr)**

## *EQUAL OPPORTUNITY EMPLOYER*

*The provision of this bulletin do not constitute an express or implied contract. Any of the provisions in this bulletin may be modified or revoked without notice.*

